

## REVENUE ACCOUNTING AND PAYROLL MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is professional accounting work involving responsibility for the development, maintenance and auditing of the town's financial records. Responsibilities include difficult and complex accounting work performed in accordance with standard professional accounting procedures, and auditing work, including the preparation of financial statements and analyses. May also acts as financial advisor to the Town Board and the Town Supervisor relative to investments, debt management, bonds, contracts, insurance, pensions, budgets, and other financial concerns. Additional duties involve managing and administering a town's payroll services, including ensuring accurate and timely payroll processing, as well as compliance with tax laws, garnishment procedures and other regulations. Work is performed under general supervision of the Town Comptroller, with considerable leeway for the exercise of independent judgment. Supervision may be exercised over the work of subordinate employees. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Manages all funds for the Town, including income and revenue, budget appropriations, investments and bank accounts;

Prepares and manages debt service schedule, including processing of debt payments;

Reviews and consolidates all budget estimates and requests, processes anticipated revenues and appropriations, and prepares town's annual fiscal budget (tentative, preliminary and final);

Supervises the auditing of the town's payroll to ensure compliance with tax requirements, tax changes, garnishment, and Federal and State laws;

Manages and administers all payroll production and reporting for non-contractual and labor union annual salaried and seasonal hourly employees including all tax deductions, union dues and credit union, garnishees, direct deposit, etc., to ensure timeliness and accuracy;

Administers all payroll distribution, correction, reconciliation, and required reporting and disbursement to Federal and State agencies;

Acts independently to resolve all payroll inconsistencies in a timely and accurate fashion;

Manages and administrates fiscal processing of all investments and financial accounts including bonds;

Manages quarterly and year-end activities including wage reconciliation and W-2 production;

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Manages and administrates fiscal processing of health and dental insurance, pensions, authorized retirement incentives, paid absences, worker's compensation, etc., ensuring compliance with all laws and regulations including those relating to protected information and privacy;

Prepares, processes, and may participate in negotiation of service contracts and rental agreements between the Town and other parties;

Prepares and files quarterly and annual taxes;

May oversee and issue purchase orders;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern accounting principles, procedures, terminology, reports and records, particularly as they relate to governmental accounting; good knowledge of payroll, payroll tax issues, and automated compensation systems and procedures; good knowledge of the principles of payroll auditing; good knowledge of Federal and State laws such as Fair Labor Standards Act and Unemployment Insurance; good knowledge of benefit programs and their deduction rules; good knowledge of office terminology, procedures and practices; ability to prepare and analyze complex statistical and financial reports; ability to identify, analyze and resolve complex payroll and related issues; ability to effectively communicate both orally and in writing; ability to establish and maintain effective working relationships; integrity; accuracy; thoroughness.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in accounting or a closely related field, and two (2) years full time work experience in accounting and/or auditing which included maintaining or auditing double entry books, general ledger, as well as experience with automated payroll systems and fiscal concerns of human resources.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.